



NOTICE OF PRIVACY PRACTICES
Effective April 14, 2003

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

UW Oshkosh Athletic Training Services uses health information about you for a variety of different purposes detailed below. Your health information is contained in a medical record file that is the physical property of UW Oshkosh Athletic Training Services and is kept in the Athletic Training Room at Kolf Sports Center on the University of Wisconsin Oshkosh campus.

We reserve the right to change the privacy practices described in this notice, in accordance with the federal and state law.

How Athletic Training May Use or Disclose Your Health Information

To Analyze Predisposed Risks: All physical forms and physical update forms required to participate in athletics are analyzed for any predisposed risks an athlete may have, that may inhibit them from participating in Intercollegiate Athletics at the University of Wisconsin Oshkosh. Any risks posed will be strictly confidential and may be discussed between athlete, athletic training staff and physician.

For Treatment: Injury or illness information generated will be used to determine treatment procedures to be rendered. All information including; initial exam of injury/ illness, physician exams, diagnostic exams, surgical notes, rehabilitation records, progress notes and discharge notes will be kept on file. This information is necessary for health care providers to determine the proper course of treatment and will also be used for payment of services provided by UW Oshkosh Athletic Training Services.

For Medical Hardships: Athletes who are injured during the competitive season may be eligible to receive a Medical Hardship. Information pertaining to the injury must be shared between athlete, tending physician, certified athletic trainer, coach, athletic director, secretary, Wisconsin Intercollegiate Athletic Conference (WIAC) office, and the National Collegiate Athletic Association (NCAA). Injury information used between the above parties will be used to process eligibility for a medical hardship.

For Referrals: Injuries and illnesses that are serious, chronic, or are not able to be treated in the athletic training room for any reason may be referred on to other allied health professionals or facilities. These referrals include; Medical Director/

Team Physician, Team Orthopaedic Surgeon, University of Wisconsin Oshkosh Student Health Center professionals, other allied health professionals deemed necessary by the Medical Director/ Team Physician and Team Orthopaedic Surgeon (ex. Neurosurgeon, Cardiologist, Ophthalmologist, Podiatrist, Physical Therapist, etc.), Diagnostic Imaging Specialists (MRI, X-ray, CT scan, etc.), and emergency room personnel. Your injury/ illness information may be critical for determining further medical treatment.

Ease of Communication: Your injury/ illness information may be disclosed to other members of the immediate medical team in order to; determine extent of injury, if injury requires any diagnostic testing, if injury requires any surgical techniques, in order to prescribe appropriate treatment program, to communicate limits of participation in physical activities, and to determine medical hardship eligibility. The immediate medical team includes: athlete/ patient, Medical Director/ Team Physician, Team Orthopaedic Surgeon, Licensed Athletic Trainer, athletic training student, parents (if a minor or with athlete/ patient consent if not a minor), diagnostic imaging specialists, coach and athletic director.

May be Used in Public Places: Information regarding injury or illness may be communicated to the athlete or patient in an open setting, which other people may overhear or see. Athletes or patients may be evaluated in the athletic training room, which is very open. Injuries that occur on the field or court may be seen as treatment is rendered. For example, an athlete who sustains a cervical injury on the field, will be treated initially on the football field. Spectators and other team members may see care being given for a cervical injury such as spineboarding. Every precaution will be given in order to ensure athlete or patient privacy.

For Payment: Referral of injury and illnesses that need diagnostic imaging and/ or surgery, may need both health information and insurance information records pertaining to you. For example, if an MRI is needed, insurance companies may want a record of injury in order to process and cover the scan. Health information may be disclosed to insurance companies and to immediate and other tending physicians and their entities in order for proper payment to be received and covered.

For NCAA Purposes: The NCAA conducts annual injury surveillance tracking of injuries for each particular sport. Your health information may be used in event of injury or illness and sent for their records. The NCAA uses this information to determine the dominant injuries that occur in a sport, to categorize sports as collision, contact or non-contact sports due to injury information received, and to help regulate contest rules in order to produce a safe, yet competitive environment. Just your injury information is sent. Name of injured athlete is not a part of the report.

Research: Athletic training may use your health information for research purposes when an institutional review board that has reviewed the research proposal and established protocols to ensure privacy of your health information has approved the research.

Appointments: Athletic training may use your information to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to the individual.

Legal Reasons: Health information may be disclosed for the following purposes:

- For judicial and administrative proceedings pursuant to legal authority;
- To assist law enforcement officials in their law enforcement duties.

Public Health: Health information may be used or disclosed for public health activities such as assisting public health authorities or other legal authorities to prevent or control disease, injury, or disability, or for other health oversight activities.

Health Oversight Activities: We may disclose your health information to health agencies during the course of audits, investigations, inspections, licensure and other proceedings related to the oversight of the Athletic Training Department.

Health and Safety: Your health information may be disclosed to avert a serious threat to the health or safety of you or any other person pursuant to applicable law.

Government Functions: Specialized government functions such as protection of public officials or reporting to various branches of the armed services that may require use or disclosure of your health information.

Workers Compensation: Your health information may be used or disclosed in order to comply with laws and regulations related to Workers Compensation.

Marketing: We may contact you to give you information about health-related benefits and services that may be of interest to you.

For Health Care Operations: Athletic Training may use or disclose health information about you for operational purposes. For example, your health information may be disclosed to members of the medical staff, risk or quality improvement personnel, and others to:

- Evaluate the performance of staff;
- Assess the quality of care and outcomes in your case and similar cases;
- Learn how to improve our facilities and services; and
- Determine how to continually improve the quality and effectiveness of the health care we provide.

Your Health Information Rights

You have several rights with regard to your health information. If you wish to exercise any of the following rights, please contact the Head Certified Athletic Trainer.

Specifically, you have the right to:

Inspect and copy your health information. This right does not apply to information gathered for judicial proceedings. In addition, we may charge you a reasonable fee if you want a copy of your health information.

Request to correct your health information. If you believe your health information is incorrect, you may ask us to correct the information. You may be asked to make such requests in writing and to give a reason as to why your health information should be changed. However, if we did not create the health information that you believe is incorrect, or if we disagree with you and believe your health information is correct, we may deny your request.

Request restrictions on certain uses and disclosures. You have the right to ask for restrictions on how your health information is used or to whom your information is disclosed, even if the restriction affects your treatment. However, we are not required to agree to a requested restriction.

Receive confidential communication of health information. You have the right to ask that we communicate your health information to you in different ways or places. For example, you may wish to receive information about your health status in a special, private room or through a written letter sent to a private address. We will accommodate reasonable requests.

Receive a record of disclosures of your health information. You may at any time request a written report to whom your health information has been disclosed to.

Receive a paper copy of this notice of information practices upon request.

Complaints

You may complain to the University of Wisconsin Oshkosh Privacy Officer (as indicated below) and the Department of Health and Human Services if you believe your privacy rights have been violated. You will not be retaliated against for filing a complaint.

Contact Information

If you have any questions or complaints, please contact the University of Wisconsin Oshkosh Privacy Officer listed below:

Diane Zanto
Director Student Health Center
University of Wisconsin Oshkosh
800 Algoma Boulevard
Oshkosh, WI 54901
Phone: (920) 424-0425